



## **Geraldine Smith**

### **Qualifications Summary**

Geraldine is an accounting professional with over 20 years of diverse experience spanning the construction, real estate, and aviation sectors within a mining consortium, as well as non-profit accounting, tech/software company accounting, and medical concern accounting. She prides herself on independently maintaining accurate financial records, upholding robust controls, and being responsive to the evolving needs of businesses. Her long-standing commitment to the companies she has served reflects her dedication and ability to provide comprehensive support beyond traditional accounting functions. Geraldine is proficient in QuickBooks and is passionate about helping businesses streamline their operations for greater efficiency.

### **Core Expertise**

Accounts Payable • Accounts Receivable • Journal Entries • Bank & Account Reconciliations • Cost Accounting • Budgeting • Cash Management • Financial Reporting • Payroll & 1099 Processing • Office Management • HR Functions • Vendor & Contract Management • Audit Prep

### **Professional History**

ASP	Consultant	2022 - Current
Marathon Management	Accounting Manager	2005 - 2022
Gencor Aviation	Senior Accountant	1991 - 1998

### **Accomplishments**

- Worked with in-house developers to design and implement employee portal.
- Documenting and implemented policies and procedures for accounting department.
- Trained employees on accounting procedures and policies.
- Implemented new accounting system. Migration resulting in more efficient management reporting.
- Managed cash flow and vendor relations under extremely tight monetary constraints.

### **Software**

QuickBooks Online • QuickBooks Desktop • Microsoft Office Suite • Bluebeam